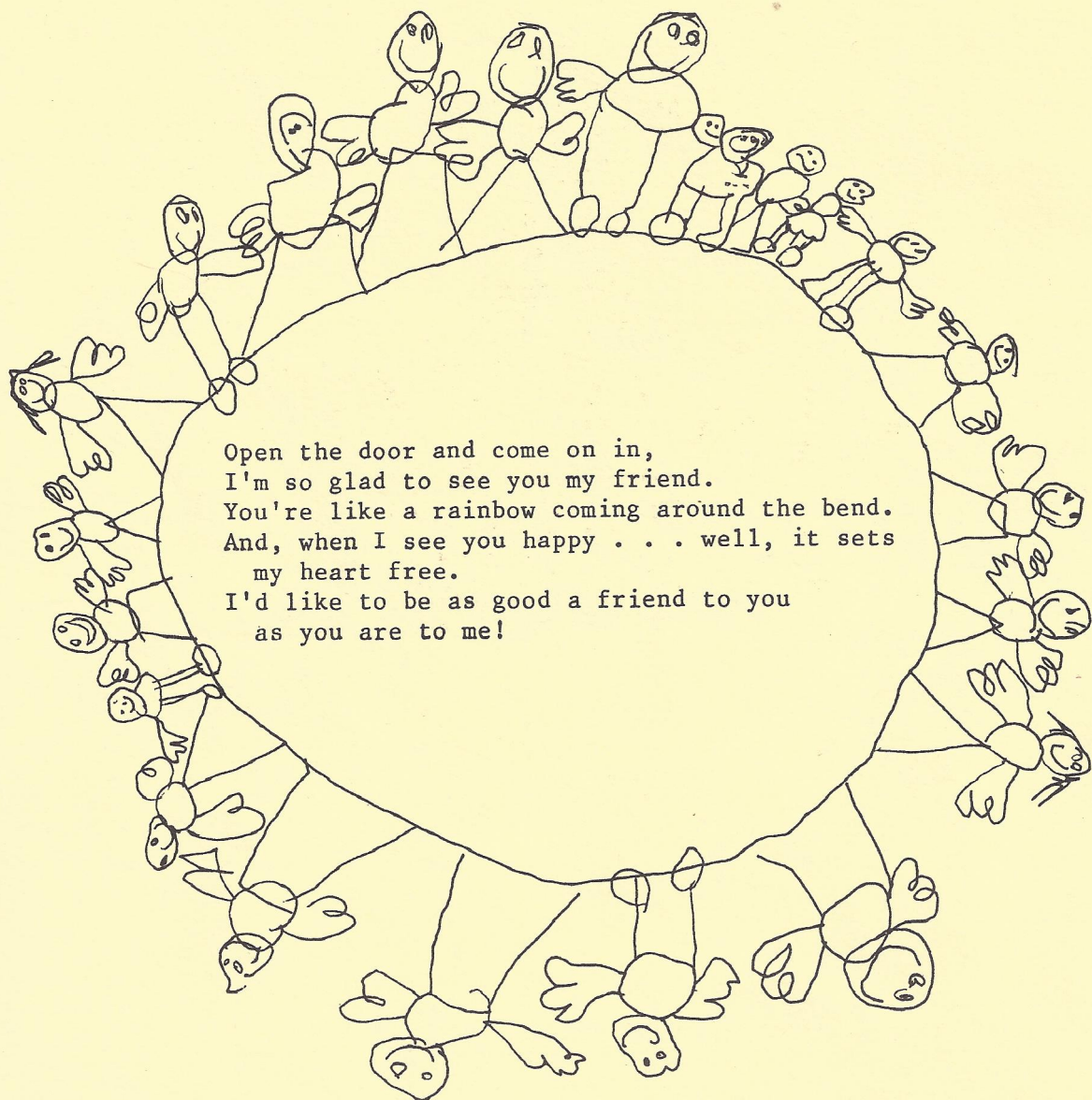




## PARENT HANDBOOK

Rooftop School  
445 Burnett Avenue  
San Francisco, CA 94131  
(415) 285-1977



Open the door and come on in,  
I'm so glad to see you my friend.  
You're like a rainbow coming around the bend.  
And, when I see you happy . . . well, it sets  
my heart free.  
I'd like to be as good a friend to you  
as you are to me!

September 1984

Welcome to Rooftop School! You and your children are about to become partners in a unique educational experience, where administrators, teachers, parents, and children work together toward a common goal: the best possible education for our children.

Parents are a critical part of the Rooftop family. Without your participation many of Rooftop's stimulating programs and opportunities would not be possible. You have the opportunity - the responsibility - to share your ideas, enthusiasm, and talents. The many areas in which this sharing now occurs are evident throughout this handbook - perhaps you will participate in the shaping of new areas of cooperation.

Pulling together, renewing the excitement of educational discovery, all of us - administration, staff, parents, and children - growing together: That is the Rooftop difference, the Rooftop Spirit.

We trust that you will soon find that Rooftop Spirit is terribly contagious, and we look forward to working with all of you to make the 1984-85 school year our best year ever at Rooftop!

Nancy Mayeda  
Principal

Julie Reis  
PTA President



## ROOFTOP

Rooftop is a public alternative elementary school located on the eastern slope of Twin Peaks above the bustle of the City. Nestled among tall trees, Rooftop offers a quiet and contained environment for learning.

Rooftop's academic program is well defined and innovatively presented by dedicated teachers. From kindergarten through the fifth grade, children learn necessary skills in a sequential manner and are also given the opportunity to pursue and develop special interests. Programs in art, music, and drama are considered an integral part of the Rooftop experience. The learning environment is friendly and supportive, yet structured. In the classroom and on the playground, standards of discipline are maintained in a positive manner.

The development of a positive self-image is an important Rooftop objective. Within classes, which contain a mixture of abilities and talents, the unique qualities of each child are recognized. All children are encouraged and helped to achieve and to do the best they can.

Rooftop has a special spirit and sense of community shared by children, staff, and parents. The entire student body gathers on the playground daily for "Morning Circle" where a thought is offered by a staff member and a song of friendship is sung. Through discussions and class meetings children learn to cooperate with one another and with the staff to accomplish goals or to work out differences. Through participating in numerous schoolwide activities the children experience the joys and responsibilities of belonging to a school community.

An important aspect of the Rooftop experience is the participation of parents in their children's education. Some parents help during school hours -- working in the classroom, staffing the library, driving for field trips, etc. Others help organize and participate in schoolwide events like the Rooftop picnic or the holiday workshops. Many help the PTA raise money to support school needs, such as art projects, the sensory motor program, and additional playground supervision. All parents are expected to provide whatever support and encouragement is needed to help their children fulfill their school responsibilities.

A dedicated staff, an excellent educational program, a committed parent group, and a secure and friendly atmosphere make Rooftop a special school within the public school system.



## SCHOOL RULES

It is necessary that we have rules insuring the safety of all children. Please go over the following rules with your child and explain why they are necessary. Teachers will also discuss these rules in the classroom; and when the children realize that both parents and teachers share the same expectations, better results are obtained. Parents are expected to exercise whatever control is needed to assure that their children's behavior at school will not interfere with academic progress and not be disruptive to the school's educational program.

Rough play will not be permitted.

Disorderly or insolent conduct is not acceptable at any time.

Profane or vulgar language is not permitted.

Fighting is not allowed at school under any circumstance. Children who fight are subject to discipline; parents will be notified immediately.

No child may leave the school at any time without permission from the Office.

Children will be held responsible for damage to books, desks or other school property. Parents must pay for acts of vandalism, willful destruction of property, and loss of books or other school supplies.

Personal possessions such as radios, toys, balls, etc. are not to be brought to school. These possessions cause problems between students. Any possessions brought to school will be taken from the student.

Hats and caps are not allowed in school. This is a preventative measure against the spread of head lice.



## HOMEWORK



Homework is an extension of classroom instruction. It results in the gradual establishment of good study habits for the future. To help children with homework, parents should:

Establish a good homework environment, which would include the following:

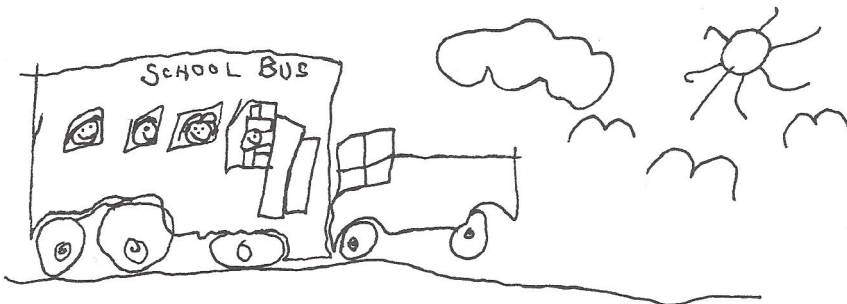
- a quiet work area
- a time set aside each day to do the work
- all necessary materials
- good lighting
- a specific place for books and homework

Encourage their children to work independently; however, help with homework may sometimes be necessary, and persistent problem areas (including the amount of homework) should be discussed with the teacher.

Give praise for homework tasks accomplished.

\*\*\*\*\*  
\*  
\* Homework Policy \*  
\*  
\* Homework is assigned Mondays through Thursdays. \*  
\*  
\* All homework should be legible, neat, and reflect \*  
\* high work standards. \*  
\*  
\* Homework should be turned in on time. \*  
\*  
\* Whenever homework assignments are not completed, \*  
\* parents should write a note to the teacher. \*  
\*  
\*\*\*\*\*





## GENERAL INFORMATION

### Attendance Regulations:

Our objective is to have full attendance every day, discounting absences due to illness.

Please notify the Office by telephone (285-1977) whenever your child is ill. The Office hours are from 7:30 A.M. to 4:00 P.M.

Please do not send children to school if they have any symptoms of illness, such as coughs, nasal discharge, inflamed eyes, headaches, skin rashes, etc.

A written excuse, specifying the cause of absence, must be brought to school by your child when he or she returns after an absence. This is a California State Law.

A written excuse is required whenever a child is tardy.

Please send a note when your child is to be excused early from school rather than phoning the Office.

Please try to schedule medical appointments after school hours, so children won't miss school.

If, during the school year, you plan to take your child out of school for five or more school days, please notify the Office. An independent study contract can be made to provide your child with school work, and the school may receive full attendance credit.



### Bus Service:

Kindergarten parents, please be at the bus stop on time to meet your child during the first two weeks of school. Children become very frightened if they are kept waiting. Bus schedules are available in the Office if you did not receive one.

Your child will be placed on his or her regular school bus each afternoon unless you send a note to your child's teacher about alternative plans.

Misconduct on the bus may result in loss of bus privileges.

### Student Drop-Off And Pick-Up:

Students are expected to enter and leave the school grounds via Corbett. There is no supervision on Burnett. Parents should not drive into the school yard or staff parking lot.

### Cafeteria Service:

Breakfast and lunch services are available. Those students who qualify for free or reduced-price lunches also qualify for free or reduced-price breakfasts. New applications for free and reduced-price breakfasts and lunches are required every year.

	Reduced Price	Regular Price
Breakfasts	30 Cents	40 Cents
Lunches	60 Cents	90 Cents

Children who bring their own lunch generally eat outside. Milk can be purchased for 25 cents.

Messages For Students: Telephone messages often unnecessarily interrupt the school/class process. Please limit such calls to emergencies. Arrange for after-school plans before sending your child to school.

### Disaster:

In the event of a disaster, all school children will be kept under the jurisdiction of school officials either in the school proper or at a designated place of safety until it is safe to release them or until parents pick them up.

### Emergency Cards:

Emergency cards for all students are kept on file in the Office. The information on these cards needs to be current. Please notify the Office of any changes in your address, telephone number, or place of employment. Be sure the Office has the current address and phone number of at least one other person to contact in case of an emergency.

### Progress Reports:

Report cards are sent home four times during the year. Conferences are held two times a year.

### Labeling Personal Possessions:

Please label your child's personal possessions, such as coats, sweaters, etc.

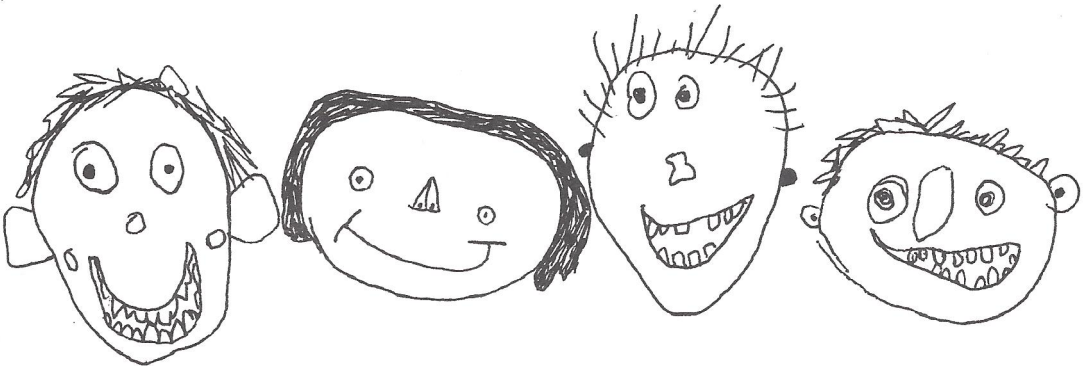
Lunch bags and lunch boxes should be clearly marked with your child's name and room number.

### School Observations:

Wednesdays are designated as Observation Days. Please call the Office so the number of observers can be anticipated. The principal meets with visitors at 9:15 A.M.

### Wednesday Bulletin:

All important school communication to parents is sent home weekly. If you do not receive the Wednesday Bulletin, please have your child obtain one from the Office.



## 1984-85 SCHOOL CALENDAR

September:	... First Day of School ... California State Admission Day
October:	... Columbus Day
November:	... Veteran's Day Observed ... Thanksgiving Holiday
December:	... Winter Recess
January:	... New Years Day ... Martin Luther King Birthday Observed ... Semester Break
February:	... Lincoln's Birthday Observed ... Washington's Birthday Observed
March:	No Holidays
April:	... Spring Recess
May:	... Memorial Day Observed
June:	... Last Day Of School ... Summer Vacation Begins

Please check the Wednesday Bulletin for the blank dates, which were not yet final as of our printing deadline.



### SPECIAL EVENTS

Orientation: Before school opens the principal presents an overview of the school's program to the parents of incoming kindergarten and first grade children.

Back-To-School Night For Parents: Parents of all Rooftop students are invited to meet their child's teacher. Teachers present their academic programs and general expectations for the coming year.

Morning Circle: Students, teachers and principal gather in a circle at the start of each morning's recess to pledge the flag, hear a thought for the day (informational or inspirational), and sing the school song.

Sing-A-Long: The entire school gathers on Fridays in the Multi Purpose Room for a weekly songfest.

Student Body Officers: Student Body officers are elected by students and the Student Council meets regularly to discuss student concerns. Each classroom is represented in the Student Council by an elected representative. In addition, individual classes conduct regular class meetings.

Awards Assembly: Awards Assemblies are held at the end of each report card period to recognize achievement within each classroom. The award categories vary from class to class.

Rooftop Run And Picnic: A get-acquainted picnic for all Rooftop families is combined with the annual fall fundraiser, the Rooftop Run. Sponsors donate money for each one-quarter mile lap that a child walks or runs during the one-hour event.



Halloween Festival: Classes prepare for Halloween by making game booths. On Halloween morning there is a parade followed by a fair where children visit the various game booths. Children are encouraged to create their own costumes.

Holiday Workshops: Shortly before the December vacation, teachers and parent volunteers lead a variety of craft workshops. For four days, children attend a workshop of their choice for one hour after lunch where they make gifts for the holiday season. Kindergarteners have workshops with their teachers in the morning.

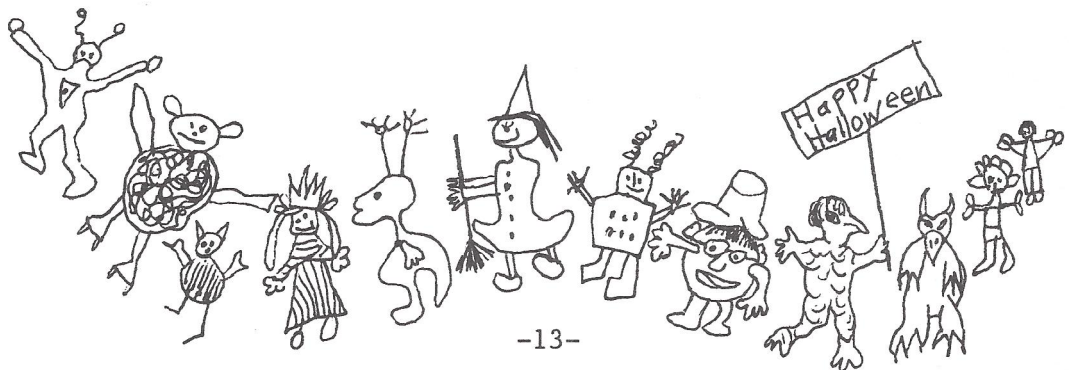
Sock Hop: On Valentine's Day, a sock hop is held after lunch for the fourth and fifth graders.

Rooftop Olympics: Each child signs up for two athletic events. Ribbons for first through fourth place are awarded to the different age groups.

Rooftop Raffle And Picnic: The spring fundraiser, a raffle, is combined with the second school picnic. This is a chance for all Rooftop families to join in another afternoon of fun.

Fifth Grade Fling: This is a special June event planned for the departing fifth graders.

Last Day Of School Luncheon: The PTA hosts this luncheon to thank our teachers and our principal for their dedication.



## ENRICHMENT PROGRAMS AND ACTIVITIES

Artist in Residence: The Artist-in-Residence, together with the staff, plans school-wide art projects which vary from year to year.

Performing Arts Workshop: A program designed for students to gain an understanding and appreciation of the art forms of dance, theater, and music. Students observe how an artist develops an original composition by taking on the role of both performer and audience. This is a program for third through fifth graders.

Sensory Motor Program: The sensory motor program is designed to enhance a child's educational process and self esteem by working on basic exercises that help develop better coordination of large and small motor activities and help integrate the child's motor and sensory skills. This is a program for kindergarten through third graders.

Orff Music Program: An approach to music through rhythm and melody combined with language and movement. Children communicate through sound, using their voices to speak and sing and their bodies to move and dance. This forms "elemental music." Selected classes participate.

Computer Program: Rooftop's computer program is being developed and expanded.

Rooftop Newspaper: With the help of a parent volunteer the fifth graders publish a school newspaper quarterly.

Rooftop Chorus: Students are selected for the chorus through auditions. Rehearsals are held during the last 20 minutes of lunch, Tuesdays and Thursdays. Selected students present a program in the Spring semester. The teacher volunteers her time.

Animal Awareness: A representative from the SPCA brings animals and science programs into the classrooms.

Librarian: A parent volunteer works as the librarian at least once a week. The library is open to all classes on a weekly basis. With the help of parent volunteers, the library is open to students during selected lunch periods.

Book Exchange: Parent volunteers manage and run a paperback book exchange for students' personal reading.

Wednesday Game Room: Every Wednesday a parent volunteer mans a game room during the lunch hour.

Instrumental Music Program: Twice a week instrumental music instruction is given by a music instructor to interested 4th and 5th graders.

Overnights: The 5th grade classes go on one or more camping trips to such areas as S. P. Taylor Woods, San Mateo Memorial Park, or S.F.'s Fort Funston.

Jewelry: A senior citizen volunteer conducts classes on jewelry making on selected afternoons.

Curriculum Inservice: Inservice for parents is given by the principal throughout the year on various aspects of the curriculum.





